

**ALAMEDA COUNTY REGISTRAR OF VOTERS
ELECTION OBSERVER PANEL PLAN**

November 4, 2008 GENERAL ELECTION

COUNTY CONTACT

Dave Macdonald
Alameda County Registrar of Voters
(510) 272-6933

VOTING SYSTEM INFORMATION

Sequoia Voting Systems
Optech Insight / AVC Edge II / Optech 400-C

PURPOSE OF THE ELECTION OBSERVER PANEL

- Provides an avenue for the public observation of and input into the election process
- Assists in ensuring the integrity of the election process
- Encourages participation and builds voter confidence in the election process

INVITATION

Notice of the following important dates will be posted on the Registrar of Voters website, www.acgov.org/rov :

- Pre Election Logic & Accuracy Testing
- Logic & Accuracy Public Test
- Random Selection of 1% Manual Tally Precincts
- 1% Manual Tally of Precincts

Between E-60 and E-30, the following organizations will be sent letters inviting them to participate:

- Alameda County Grand Jury
- Political Party Central Committee Chairs in County
- League of Women Voters

Other groups or individuals expressing an interest in observing Election Day activities may also be included in the observer panel.

Groups may also contact the Registrar of Voters to request an opportunity to ask questions about the process.

APPOINTMENT LETTERS

When the organizations have provided the names of persons interested in participating, appointments to the Observer Panel will be made. The following materials will be provided to each member of the panel:

- Letter of Introduction – for member to use when visiting polling places on Election Day
- Listing of all polling places within county
- Central Count location and hours of operation

OBSERVER PANEL FEEDBACK

The Registrar of Voters will provide a questionnaire for the observers to submit to feedback regarding their observation experience.

ATTACHMENTS

- Letter of Invitation
- Letter of Introduction
- Polling Place Feedback Form
- Observer Guidelines



REGISTRAR OF VOTERS

ALAMEDA COUNTY • CALIFORNIA

DAVE MACDONALD
REGISTRAR OF VOTERS

DATE

ORGANIZATION NAME

Attn: NAME

ADDRESS

CITY, CA ZIP CODE

Dear NAME:

I am writing to invite you to select ORGANIZATION NAME members to observe election activities associated with the November 4, 2008 General Election.

Members of the observer panel are invited to observe logic and accuracy testing of election systems equipment, Election Day polling locations, return centers, central count location operations and post election processing. The schedule for the logic and accuracy testing is as follows:

Activity	Date & Time	Location
Logic & Accuracy Public Test	Oct. 23, 2008 3:00 pm	Registrar of Voters Office
Random Selection of Precincts for 1% Manual Tally	Nov. 21, 2008 3:00 pm	Registrar of Voters Office
1% Manual Tally	Nov. 24, 2008 9:00 am	Registrar of Voters Office

Please call (510) 272-6817 with the names and contact information of the members who will participate as observers in this process no later than October 10th.

I will meet with members of the observer panel immediately preceding the Pre-Lat Test to brief them on the process and provide them with all necessary materials.

Thank you for your participation and cooperation in the election process.

Sincerely,

Dave Macdonald
Registrar of Voters

ALAMEDA COUNTY
November 4, 2008 GENERAL ELECTION

**INTRODUCTION OF ELECTION OBSERVER PANEL MEMBER
TO POLL WORKER**

TO: Inspector at polls

FROM: Dave Macdonald, Registrar of Voters

SUBJECT: Introduction of Election Observer Panel

This letter introduces_____, whom I have appointed to the Election Observer Panel for the General Election. Members of the Election Observer Panel are invited to observe activities related to the administration of an election, including visiting polling places.

The Observer may not interfere with the operation of polling places and in any way with the voting process.

Please extend your full cooperation to this Observer in allowing him/her to observe all aspects of the voting process at your polling place.

If you should have any questions or concerns please contact our office at (510) 272-6933.

Thank you for your assistance.

ALAMEDA COUNTY
November 4, 2008 GENERAL ELECTION

ELECTION OBSERVER PANEL
POLLING PLACE FEEDBACK FORM

PANEL MEMBER NAME: _____

Precinct # / Polling Location	Time	Comments

*ALAMEDA COUNTY REGISTRAR OF VOTERS
GUIDELINES FOR OBSERVERS

Citizens have the right to observe the processing and counting of ballots. To ensure the smooth operation of the canvass, we request that all observers follow these rules and procedures:

1. Observers must be directed to the front office once they come in. The secretary/clerk will let them sign in the Log sheet and provide them with name tags. The secretary/clerk will assist them to Room-2.
2. The ROV canvass supervisor shall designate an observation area where observers can watch the canvass process. Due to limited space, the number of observers at one time may be restricted so as not to disrupt the work in progress.
3. Observers must not disrupt the ROV staff or operations. Questions and concerns, including challenges to the handling of ballots, should be addressed to the Canvass Supervisor. Please do not speak directly with the staff.
4. Observers must keep at arms length from staff at all times and must not touch any equipment, handle any ballots or enter restricted area at any time.
5. Eating and drinking are prohibited inside the ROV office or any observation area.
6. Loud noises and other distractions are prohibited. The use of personal audio players is not allowed while canvass is in progress.
7. Please turn off your cell phones; all calls should be handled outside the premises.
8. If you fail to observe these rules and procedures, you may be asked to leave the premises.